



Flowerdale Primary School

Small Schools Are Great Schools

INTERNET USAGE POLICY

Rationale

Discriminate and effective use of the Internet provides students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisation and groups world-wide so as to increase skills, knowledge and abilities. We need to ensure that students, teachers and parents acquire the knowledge and skills required to seek information and communicate, including skills of discretion, privacy and discrimination.

Access to the Internet must be seen as a privilege and not a right, and must be used in an approved and responsible manner in order to maximise the benefits and minimise the risks.

Aims:

- To improve student learning outcomes by increasing access to world-wide information.
- To develop skills in discriminate and appropriate internet and computer usage.
- To ensure children use the Internet responsibly.
- To ensure children know how to report incidences of cyber bullying

Implementation:

- This school actively supports access by students to the widest variety of information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered.
- Staff are expected to utilise and integrate technologies, including on-line learning opportunities, into their programs for all students.
- The school will provide appropriate professional development and support for all staff.
- A variety of digital devices including tablets, cameras and other mobile technology, will be used in every classroom to connect students to the Internet.
- Students with personal mobile devices can connect to the school server, for approved school classroom work, once the technician has vetted the device.
- All staff at our school will have censorship filtered internet and password protected email access.
- All students and staff will have their own password protected internet/email account and log on. Such access is a privilege that infers responsibility, and not simply a right to be expected.
- Student behaviour when using school computers and networks; when using the Internet and e-mail; and when engaging in any activity with school computers must be consistent with the school's Student Code of Conduct:
- When using the World Wide Web:
 - * Students will only access the Internet with teacher permission and supervision
 - * Students will confine their on-line research to classroom related topics unless otherwise instructed by their teacher.
 - * Students will respect copyright laws in regards to material on the Internet.

- When using Electronic Mail (email):
 - * Students will not disclose personal details such as surname, address, or phone numbers.
 - * Students will not write messages they would not let their teachers or parents read
 - * Students will not access the mail of other people.
 - * Students will not use accounts for activities both within school, and at home, that are not approved by their teachers.

- When using other Internet functions:
 - * Students will not download or upload inappropriate files.
 - * Students will not play multi-user games or use Internet relay chats unless authorised and supervised by the teacher.

- Teaching children to stay safe on line is a shared responsibility between teachers, parents and community groups. Cyber safety programs will be taught at all levels in a developmentally appropriate manner. Children will be taught how to take screenshots on all electronic devices so they can capture offensive material to report.
- All children will be made aware of ‘The Office of the Children’s eSafety Commissioner’ <https://www.esafety.gov.au/complaints-and-reporting/cyberbullying-complaints/i-want-to-report-cyberbullying> so they can report incidents of online bullying.
- eSafety parent education will be provided through newsletters, articles, child developed films or information sessions as needed.
- The principal will keep a log of all offensive online material and student conduct reported.
- An ICT coordinator will be appointed each February, who will liaise with staff and the technical support technician to manage all email access, maintenance of the school’s web site, web filters, and all other issues related to internet access by students.
- The principal will act as an administrator for the school website, student emails and Facebook pages.
- The school undertakes to ensure that information published on the Internet by students, teachers or authorised parents, is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.
- Guidelines on access rights will be defined for different user levels.
- Consequences of publishing, accessing or failing to notify the coordinator of inappropriate material shall include the removal of access rights.
- Signed parent and student consent is required to be completed in order to gain access to the Internet.
- Privacy of students, parents, staff and other users must be recognised and respected at all times. Student’s will only identify themselves on the Internet by their first name and last initial.
- Parents may not access the Internet at school for personal use.
- Where there is a reasonable belief that illegal activity may have occurred, the Principal will report the suspected illegal activity to the police.
- This policy covers students when on excursions, at camps or representing the school in any approved event

Evaluation:

- This policy will be reviewed as part of the school’s regular review cycle.



Please note: This policy has been modified – July 2017

Internet User's Agreement FLOWERDALE PRIMARY SCHOOL

Student's Declaration

When using the Internet at Flowerdale Primary School I will:

- Only use school computers and the Internet for schoolwork set out by my teacher.
- Not give out personal information such as my surname, address, phone number - or anybody else's personal details.
- Not use the Internet to frighten, annoy, bully or upset other people.
- Not respond to any messages that are mean or that in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I come across any information that is unsuitable or makes me feel uncomfortable, I will turn the screen off and tell my teacher right away.
- Always have my teacher's permission before sending email or posting material of any kind.
- Never take a photo, video or sound files, of anyone or anything without first checking with my teacher.
- Not download material that has been developed by other people without their permission. If I am unsure, I will check with my teacher.
- Always personally question material on the Internet and make informed decisions as to its reliability and authenticity.
- Not upload, download or install software on school or personal devices without teacher permission.
- Not bring any unauthorised digital or Internet connected device to school, or to school events, without prior teacher permission and technician checks.
- Take great care of all school owned ICT devices.
- I have a duty to report offensive material to my teacher, parents or to The Office of the Children's eSafety Commissioner.'

I have permission from my parent/s/guardian/s to:

- Use the internet within my classroom program
- Publish written work and artwork on the Internet using only my first name
- Appear unnamed, in photographs and video, on the Internet
- Send and receive email from other school students, people and organisations as approved by my teacher
- Use cloud based programs and storage systems

I have read the Flowerdale Primary School Internet Users' Agreement with my parent/s or guardian/s and have discussed the contents.

I understand that I need to use Flowerdale Primary School computers in an appropriate way and according to our Internet Usage rules. If I don't follow these instructions I may lose my computer access for a period of time.

Student's Name: _____ **Student's Signature:** _____

Parent Signature _____

Date